



**"YOU'VE GOT THE POWER"**



## **VOTER REGISTRATION TRAINING MANUAL**

**Cambridge Election Commission  
51 Inman Street  
Cambridge, MA 02139**

Revised August 24, 2005

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BOARD OF  
ELECTION COMMISSIONERS

## CITY OF CAMBRIDGE

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WAYNE A. DRUGAN, JR.  
Commissioners

TERESA S. NEIGHBOR  
Executive Director

### 2005 Municipal Election Calendar

July 1: Municipal Election Nomination Papers available at Election Commission office, 8:30am – 5:00pm.

July 29: 5pm deadline to submit nomination papers & statements of financial interest for candidates.

August 12: 5pm for Election Commission to certify signatures on nomination papers.

August 18: 5pm deadline for municipal candidates to file withdrawal of nomination.

October 19: 8pm deadline to register to vote in municipal election. In person registration hours are 8:30am to 8:00pm Election Commission office only. (Mail in registration must be postmarked by October 19).

October 31: 5pm deadline for **School Committee** candidates and **Political** Committees to file Municipal Campaign & Political Finance Reports. (Council candidates, who file with the state, should consult their OCPF packets regarding depository-filing requirements).

November 5: Saturday. Election Commission office will be open 9am to 5pm for over-the-counter absentee voting.

November 7: Noontime deadline to apply for absentee ballot, either for mail-in or over-the-counter voting.

November 8: **Municipal Election. Polls are open 7am until 8pm.**

All absentee ballots must arrive at Election Commission **office** by 8pm to be counted.

Ballot count begins at Senior Center, Central Square after the polls close.

November 9: 8:30am – 5:00pm. Ballot count resumes at Senior Center - Central Square.

Office hours, unless otherwise noted above:

Mondays: 8:30am to 8:00pm

Tuesdays, Wednesdays, and Thursdays: 8:30am to 5:00pm

Fridays: 8:30am to 12:00 noon

We will be closed on the following holidays: May 30 (Monday), July 4 (Monday), September 5 (Monday), and October 10 (Monday).





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### Voter Registration FAQ's

**Who may register to vote in Cambridge?** You may register to vote in Cambridge if you are a US citizen, a resident of Cambridge, and will be at least 18 years old on or before Election Day.

**Can I register for a friend, family member, or another individual?** No, this is prohibited under state law.

**Can I register if I am homeless?** Homeless persons can use a shelter address or their prior address in Cambridge if that was the last place of residency. You can also vote from a location by using the diagram on the registration form.

**Is ID required to register to vote?** No. However, it is highly advisable to submit ID with your mail-in voter registration form. Otherwise, first time voters who register by mail are required to show ID at the polls. Suitable ID includes a copy of current and valid photo identification, current utility bill, bank statement, government check, paycheck or other government document showing your name and address.

**How do I change my political party?** Send signed correspondence to the Election office with your request to change party affiliation, including what you would like your new affiliation to be. Voters who wish to change their party status may also use mail-in registration forms.

**How do I change my address for voting?** If moving to another city or town, re-registration is required if you wish to remain a voter. If moving within the City of Cambridge, send signed correspondence to the Commission stating your new address along with your former address. Mail-in registration forms may also be used to inform the Commission of the new address.

**How do I change my name for voting?** Send signed correspondence to the Election office informing the Commission of the name change. Be sure to include both your former name and new name. Mail-in registration forms can also be used to inform the Commission of a name change.

### Where do I register?

The following options are available to the public when registering to vote. You can register:

1. At the Election Commission Office during regular and special office hours. See the next question for hours.
2. From your Cambridge address at any election office in the Commonwealth of Massachusetts.
3. By mail-in registration affidavit. Forms are available at the Election Office, local libraries, branches of the Post Office, Cambridge Hospital and the neighborhood health clinics, public housing locations, and many other city locations. Fill out an affidavit and mail it back to the Election Office.
4. To have a form mailed to you, call 1-800-462-vote or 617-722-2828, or request it on the web at <http://www.state.ma.us/sec/ele/elestu/stuidx.htm>  
You may also use the federal voter registration form, which is available at the State web site.

**When is the Election Commission office open to the public?** We are normally open on the following hours: Mondays 8:30am – 3:00pm, Tuesdays through Thursdays 8:30am – 5:00pm, and Fridays 8:30am to 12:00 noon. We are closed on holidays recognized by the City. We are open on certain special days and certain special hours to accommodate voter registration deadlines and absentee voting. See Election Calendar for special hours.

**When am I registered to vote?** You are registered to vote on the day you register in person at an official designated office or the postmark date on a mail in registration form. You must register by 20 days before an election to vote in that election. You should receive an acknowledgement notice within two to three weeks after you register. If you do not receive your acknowledgement notice, contact the Election Commission.

**How may I verify that I am registered?** You may contact the Election Commission at (617) 349-4361.

**What is my ward and precinct?** The ward and precinct determines where residents vote and in which elective district citizens reside. When you register to vote, the acknowledgement notice you receive includes your ward, precinct, and polling location. Click on link for your ward, precinct, and polling location. The staff can also provide information about elective districts, your current elected officials, and names of candidates in election seasons.

**When can I register?** Eligible persons can register at any time during the Election Office's hours of operation or when outside sessions are conducted. Registration by mail can be done at any time.

**Is there a deadline to register?** One may register to vote at any time. However, the deadline to register for any given election is twenty days prior to that election.

**What is my polling location?** Your polling location is where you vote. You may click this link to see your polling location:  
Your ward and precinct will determine your polling location. You may also call the Election Commission at (617) 349-4361.

**How do I stay on the voting list?** Answering the city census each year ensures that your name will remain on the voting list once you have registered. If you move within the city, inform the Election Commission in writing about your change of address (see "How do I change my address for voting?"). If you were previously registered in another city or town, re-registration from the new address is necessary. You may also inform the Commission if your name changes and you wish to change it for the voting list. Massachusetts state law does not require that you vote in order to keep your name on the voting list.

**How can I get a letter verifying that I am a registered voter?** Voter registration letters or cards are not necessary for voting purposes. However, you may go to the Election Commission office and make a request for a letter verifying that you are a registered voter. A \$2.00 fee is charged for issuing a voter registration letter. You may also mail a receipt along with a check of \$2.37 (fee and postage) made payable to the City of Cambridge.

**How can my group or organization request voter registration forms in bulk?** Call the Elections Division at 1-800-462-VOTE or 617-727-2828.





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Executive Director

Dear Participant:

In 1994 the Motor Voter Law took effect in Massachusetts. Before that time the process of registering a person to vote was more complicated. The goal of the Motor Voter law is to encourage community outreach by making voter registration forms readily available to people wherever they work, visit or otherwise conduct business. To achieve this goal we have set up distribution sites for voter registration forms throughout the City, and we also conduct voter registration training for the community.

It has been a long tradition at the Election Commission of doing more than the law requires to effectively increase voter participation. With this spirit in mind the Cambridge Election Commission welcomes you to our community Voter Registration Training.

Sincerely,

Board of Election Commissioners



# CITY OF CAMBRIDGE

## ELECTION COMMISSION

51 Inman Street, Cambridge, Massachusetts 02139-1732

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### MASSACHUSETTS POLITICAL PARTIES AND DESIGNATIONS

**Parties** – If you enroll in a party, you may vote in that party's primary only. Enrollment in a party does not affect your right to vote in the general election.

Party Name and Letter Code	Telephone Number
Democratic (D)	617-472-0637
Republican (R)	617-523-5005

**Designations** – If you enroll in a designation, you may not vote in any state or presidential primary. Enrollment in a designation does not affect your right to vote in the general election.

Designation Name and Letter Code	Telephone Number	Contact
America First Party (V)	508-997-3606	Jonathan Hill
	617-227-8071	L. Thomas White
American Independent Party (Q)	617-968-5248	Stephen Robbins
Conservative Party (A)	617-968-5248	Stephen Robbins
Constitution Party (K)	781-843-7833	Thomas Hamill
Green Party USA (G)	978-688-2068	
Green-Rainbow (J)	978-688-2068	
Interdependent 3 <sup>rd</sup> Party (T)		
Libertarian (L)	1-800-JOIN-LPM	
Natural Law Party (B)	617-973-3523	Ayres Hall
New Alliance Party (N)		
New World Council (C)		
Prohibition Party (P)		R.K. Whitney
Rainbow Coalition (F)	617-262-4433	Melvin King
Reform Party (E)	508-997-3606	Jon Hill
Socialist (S)		
Timesizing Not Downsizing (M)	617-623-8080	Philip Hyde
Veterans America Party (W)	781-545-5363	Richard E. Hagert
We The People (H)	508-945-1853	Robert Mustard, Jr.

**Unenrolled** (also known as Independent) – If you do not choose to enroll in a party or designation, you may choose any party you wish at any primary and still remain Unenrolled.

April 20, 2005



# Massachusetts Official Mail-In Voter Registration Form

## How to use this form

1. Check all the boxes that apply to you.
2. Print your name: last name, first name, middle name or initial.
3. Print your former name, if applicable.
4. Print the address where you live now: number and street name or rural route number and box number (do not provide a post office box number), apartment number, city or town and full zip code. Use the map at right if you cannot otherwise identify your address.
5. Print the address where you receive all your mail, if it is different from the address entered on #4.
6. Print your date of birth: month, day and year.
7. Federal law requires that you provide your driver's license number to register to vote. If you do not have a current and valid Massachusetts driver's license, you must provide the last four digits of your social security number. If you have neither, you must write "none" in the box.
8. It is optional to provide your telephone number. If you include your telephone number and do not check "unlisted" it will be a public record.
9. Check a party, "no party" or print a political designation (not a party).
10. Print the address where you were last registered to vote.
11. If a person is helping you because you are physically unable to sign this form, that assisting person must print his or her name and address and has the option to print his or her telephone number.
12. Read the oath.
13. Print today's date.
14. Sign your name.

This form may be mailed or hand-delivered to your city or town hall. If mailed, fold the form, tape it closed, place a first class stamp on it, print your city or town name and zip code for that city or town hall and drop into any mailbox.

Help  
America  
Vote  
Act



William Francis Galvin  
Secretary of the Commonwealth

### You can use this form to

- register to vote in Massachusetts; and/or
- change your name or address for voter registration only; and/or
- join a party, change from one party to another or leave a party.

### To register to vote in Massachusetts you must:

- BE A U.S. CITIZEN; and
- be a Massachusetts resident; and
- be at least 18 years old on or before the next election.

Penalty for Illegal Registration: Fine of not more than \$10,000 or imprisonment for not more than five years or both.

-Massachusetts General Laws, chapter 56 section 8.

### Identification To Be Provided

Section 7 requires you to include your driver's license number or the last 4 digits of your social security number on this application. This information will be verified through the Registry of Motor Vehicles and the Commissioner of Social Security. If the information cannot be verified or you do not provide this information, you must provide identification either with this application or at your polling location when you go to vote. Sufficient identification includes a copy of a current and valid photo identification, current utility bill, bank statement, government check, paycheck or other government document showing your name and address.

north	
west	east
	south

\*Using landmarks, draw the location of the place where you live if you cannot describe that location as a number and street or as a rural route and box number.

Print all information in black ink. Follow above instruction for proper delivery. Do not use a photocopy of this form - use the original only!

<b>1</b> Check all that apply: Are you a Citizen of the United States of America? <input type="checkbox"/> Yes <input type="checkbox"/> No Will you be 18 years of age or older on or before Election Day? <input type="checkbox"/> Yes <input type="checkbox"/> No NOTE: If you checked "no" to either of these questions, do not complete this form.			
<b>2</b> Full name: last name first name middle name or initial Jr. Sr. II III IV Miss Ms. Mrs. Mr. (circle one if appropriate)			
<b>3</b> Former name (if applicable): last name first name middle name or initial Jr. Sr. II III IV Miss Ms. Mrs. Mr. (circle one if appropriate)			
<b>4</b> Address where you live now (street number, street name, rural route number and box number): street number / street name / rural route number and box number apartment number city or town zip code - 4-digit			
<b>5</b> Address where you receive all your mail (if different from #4): street number / street name / rural route number and box number apartment number city or town zip code - 4-digit			
<b>6</b> Date of birth: month day year		<b>7</b> Identification #: license # or last four digits of your Social Security #	
<b>8</b> Telephone (optional): <input type="checkbox"/> Check if unlisted ( ) -			
<b>9</b> Party enrollment or designation (check one): <input type="checkbox"/> Democratic <input type="checkbox"/> Republican <input type="checkbox"/> No Party (unenrolled) <input type="checkbox"/> Political Designation (not a political party):			
<b>10</b> Address at which you were last registered to vote: street number / street name / rural route number and box number / post office box apartment number city or town state zip code - 4-digit			
<b>11</b> If the applicant is unable to sign this form, give the name, address and telephone number (optional) of the person helping the applicant: name address telephone number (optional)			
<b>12</b> I hereby swear (affirm) that I am the person named above, that the above information is true, that I AM A CITIZEN OF THE UNITED STATES, that I am not a person under a guardianship which prohibits my registering to vote, that I am not temporarily or permanently disqualified by law from voting because of corrupt practices in respect to elections, that I am not currently incarcerated for a felony conviction, and that I consider this residence to be my home. Signed under the penalty of perjury.			
<b>13</b> Today's date: month day year		<b>14</b> Signed: Sign your name here.	



### **3 STEPS TO REGISTER**

1. FILL OUT THE FORM
2. SIGN YOUR NAME
3. MAIL YOUR COMPLETED FORM TO THE CAMBRIDGE ELECTION COMMISSION, 51 INMAN STREET, CAMBRIDGE, MA 02139. FOR THE ADDRESS OF OTHER CITIES AND TOWNS CONTACT THE SECRETARY OF STATE, ELECTIONS DEPARTMENT, 617-727-2828.

### **IMPORTANT REMINDER**

- Congress passed the "Help America Vote Act" (HAVA) in 2002 which created a new voter registration form and identification requirements. Section 7 on the new voter registration form requires that a person provide a driver's license number or the last four digits of a social security number. If a person has neither, "NONE" must be recorded in the box.
- Voters who have registered by mail since January, 2003, and who have not voted in a federal election since registering by mail must show identification. Acceptable identification must include voter's name and address where registered to vote. Examples are: driver's license, current utility bill, rent receipt, lease, paycheck, or government document.



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## CAMBRIDGE VOTER REGISTRATION STATISTICS BASED ON 2005 ANNUAL CITY CENSUS\*

WARD	RESIDENTS	VOTERS	% VOTERS
1	3,662	2,981	81%
2	6,619	1,836	28%
3	3,449	2,758	80%
4	5,126	3,135	61%
5	5,133	3,869	75%
6	4,793	3,905	81%
7	6,254	2,433	39%
8	6,629	2,892	44%
9	5,725	4,921	86%
10	5,044	4,254	84%
11	4,685	3,849	82%
TOTALS	57,119	36,833	67%

\*The numbers above are based on the response to the Annual City Census of residents age 17 and over. They do not represent a 100% response and are not exact. Also, the number of voters does not include inactive voters.





## CITY OF CAMBRIDGE POLLING LOCATIONS

- |     |   |      |  |
|-----|---|------|--|
| 1-1 | <b>O'CONNELL BRANCH LIBRARY</b><br>48 Sixth Street; Corner of Thorndike Street                | 7-1  | <b>BALDWIN SCHOOL</b><br>Community Floor, 28 Sacramento Street entrance                            |
| 1-2 | <b>TRUMAN APARTMENTS</b> , 25 Eighth Street,<br>Community Room, Thorndike Street Entrance     | 7-2  | <b>BALDWIN SCHOOL</b><br>Community Floor, 28 Sacramento Street entrance                            |
| 1-3 | <b>MILLER RIVER APARTMENTS</b><br>15 Lambert Street, Cambridge Street entrance                | 7-3  | <b>GUND HALL</b><br>48 Quincy Street, Cambridge Street Entrance                                    |
| 2-1 | <b>PISANI CENTER</b><br>131 Washington Street   | 8-1  | <b>GRAHAM AND PARKS SCHOOL</b> (formerly<br>Peabody School) 44 Linnaean St., Playground Entr.      |
| 2-2 | <b>M.I.T.</b> , Kresge Auditorium, behind Stratton Center,<br>70 Mass. Avenue                 | 8-2  | <b>FRIENDS CENTER</b><br>5 Longfellow Park, Community Room   |
| 2-3 | <b>M.I.T.</b> , Kresge Auditorium, behind Stratton Center,<br>70 Mass. Avenue                 | 8-3  | <b>QUINCY HOUSE</b><br>58 Plympton Street, Main Entrance   |
| 3-1 | <b>KING OPEN SCHOOL</b> , (formerly Harrington<br>School) 850 Cambridge Street, Main Entrance | 9-1  | <b>LEXINGTON AVENUE FIRE HOUSE</b><br>167 Lexington Avenue   |
| 3-2 | <b>DPW HEADQUARTERS</b><br>147 Hampshire Street, Back Building                                | 9-2  | <b>NATIONAL GUARD ARMORY</b><br>450 Concord Avenue, Classroom                                      |
| 3-3 | <b>SALVATION ARMY HEADQUARTERS</b><br>402 Massachusetts Avenue                                | 9-3  | <b>HAGGERTY SCHOOL</b> , 110 Cushing Street,<br>Gym, Lawn Street Entrance                          |
| 4-1 | <b>PUTNAM GARDENS</b> , Community Room<br>Entrance between Magee and Callender Streets        | 10-1 | <b>RUSSELL APARTMENTS</b> (Senior Citizen<br>Apartments) 2050 Massachusetts Avenue                 |
| 4-2 | <b>CITY HALL</b><br>795 Massachusetts Avenue, Driveway Entrance                               | 10-2 | <b>GRAHAM AND PARKS SCHOOL</b> , (formerly<br>Peabody School) 44 Linnaean Street, Playground Entr. |
| 4-3 | <b>2 MOUNT AUBURN STREET</b><br>Putnam Apartments, Lobby                                      | 10-3 | <b>CADBURY COMMONS</b><br>66 Sherman Street  |
| 5-1 | <b>LBJ APARTMENTS</b> , 150 Erie Street,<br>Community Room (Parking Lot Entrance)             | 11-1 | <b>JEFFERSON PARK COMMUNITY<br/>CENTER BUILDING</b> , 1 Jackson Place                              |
| 5-2 | <b>WOODROW WILSON COURT</b><br>Magazine St., Community Room, Fairmont St. Entry               | 11-2 | <b>GATELY SHELTER</b> , 70R Rindge Avenue<br>Behind Peabody School (formerly Fitzgerald School)    |
| 5-3 | <b>MORSE SCHOOL</b><br>40 Granite Street, Main Entrance                                       | 11-3 | <b>BURNS APARTMENTS</b><br>50 Churchill Avenue, Community Room                                     |
| 6-1 | <b>CITY HALL ANNEX</b> , 344 Broadway<br>Conference Room, Second Floor                        |      |  |
| 6-2 | <b>VERNON HALL NURSING HOME</b><br>8 Dana Street, Activity Room                               |      |  |
| 6-3 | <b>YOUVILLE HOSPITAL</b> , 1575 Cambridge Street<br>Hovey Avenue Entrance                     |      |  |

Revised 10/04

## Absentee Ballot Application



William Francis Galvin  
Secretary of the Commonwealth

## This application is for use by:

1. A registered voter; *OR*
2. A non-registered voter who is: (a) a Massachusetts citizen absent from the state; *OR* (b) an active member of the armed forces or merchant marines, their spouse or dependent; *OR* (c) a person confined in a correctional facility or a jail, except if by reason of felony conviction.

## Instructions

- Fill out and sign this application only if you will be unable to vote at the polls on election day due to: (1) absence from your city or town during the hours the polls are open; (2) physical disability preventing you from going to the polling place; or (3) religious belief; *OR* if you qualify under #2 above.
- Remember to sign the application at number 5.
- Deliver or mail (remember to attach postage) this application to the city or town clerk or election commission in the city or town where you cast your vote. This application *must* be received by **noon on the day before the election**. If the applicant has entered a health care facility anytime after twelve o'clock noon of the 5th day before the relevant primary or election, contact the city or town clerk about the proper procedure to be followed.
- The ballot will be mailed to you. You can then mail the ballot back to the city or town clerk or you (or a family member) may deliver the ballot in person to the city or town clerk.
- Instead of having the ballot mailed to you, you have the option of voting at your city or town hall at a time arranged with the clerk or election commission. However, you must still submit a timely application.

*Warning: Illegal absentee voting, including making a false application, is punishable by a fine of up to \$10,000 and up to five years in prison.*

## 1 This absentee ballot application is being made for:

- ☐ a primary ☐ a preliminary election ☐ an election ☐ all elections this year

## 2 If this application is for a primary, the ballot requested is for the:

- ☐ Democratic ☐ Republican

## 3 Your legal voting residence:

\_\_\_\_\_  
street and number, apt. number      city or town      ward/precinct (if known)

Check if applicable: ☐ I am living outside the United States and the above address is my last residence in the U.S.

4 Complete and check *only one* of the following:

- ☐ Mail ballot to me at this address:

\_\_\_\_\_  
street & number      p.o. box, if any      city or town      state or country      zip code

- ☐ I will call the town clerk or city clerk or election commission and vote there at a time arranged with the clerk or election commission.

- ☐ I have been admitted to the \_\_\_\_\_, a hospital or other health care facility after twelve o'clock noon of the 5th day before the primary/election and I request that my absentee ballot be delivered to me by an election official or:

\_\_\_\_\_  
name of a person designated by voter

## 5 Sign your name here: \_\_\_\_\_

\_\_\_\_\_  
signature (signed under penalty of perjury)

\_\_\_\_\_  
date

## • Print your name here: \_\_\_\_\_

- 6 Only to be completed by any person assisting applicant. If the applicant is unable to complete and sign this application because of blindness, physical disability, inability to read or the inability to read English, any person designated by the voter may do so. Complete and sign the following:

I assisted in completing this application since the applicant was unable to do so because of: \_\_\_\_\_  
reason

\_\_\_\_\_  
signature of assisting person (signed under penalty of perjury)

\_\_\_\_\_  
printed name of assisting person

\_\_\_\_\_  
street and number

\_\_\_\_\_  
city or town

\_\_\_\_\_  
zip code



# Absentee Ballot Application by a Family Member



William Francis Galvin  
Secretary of the Commonwealth

Return completed application to:

CAMBRIDGE ELECTION COMMISSION  
P. O. BOX 390355  
CAMBRIDGE, MA 02139

*This application is for use by a family member of:*

1. A registered voter; *OR*
2. A non-registered voter who is: (a) a Massachusetts citizen absent from the state; *OR* (b) an active member of the armed forces or merchant marines, their spouse or dependent; *OR* (c) a person confined in a correctional facility or a jail, except if by reason of felony conviction.

## Instructions:

- Fill out and sign this application if the family member you are applying for is a registered voter who is unable to vote at the polls on election day due to: (1) absence from the city or town during the hours polls are open, (2) a physical disability which prevents that voter from going to the polling place or (3) religious belief; *OR* if the family member qualifies under #2 above.
- A "family member" must be a spouse or person residing in the same household, in-laws, father, mother, sister or brother of the whole or half blood, son, daughter, adopting parent or adopted child, stepparent or stepchild, uncle, aunt, niece, nephew, grandparent or grandchild.
- Remember to sign the application at number 4.
- Deliver or mail (remember to attach postage) this application to the city or town clerk or election commission in the city or town where the voter casts his or her vote. This application *must* be received by *noon on the day before the election.*
- The ballot will be mailed to the voter. The voter can then mail the ballot back to the city or town clerk or the voter (or a family member) may deliver the ballot in person to the city or town clerk.

*Warning: Illegal absentee voting, including making a false application, is punishable by a fine of up to \$10,000 and up to five years in prison.*

## 1 Name and address of family member for whom this application is being made:

name of family member

street and number / apt. number

city or town

ward/precinct (if known)

## 2 This absentee ballot application is being made for:

- ☐ a primary ☐ a preliminary election ☐ an election ☐ all elections this year (if you check this box, please note below #5 where ballot is to be mailed for each election)

## 3 If this application is for a *primary*, the ballot requested is for the:

- ☐ Democratic ☐ Republican

## 4 Sign your name here:

signature of person making this application (signed under penalty of perjury)

date

Print your name and relationship to voter here:

name of person making this application

relationship to voter

Print your address here:

address of person making this application (street and number, city or town, state and zip code)

## 5 The absentee ballot should be mailed to:

- ☐ the address listed at #1 ☐ a different address listed here:

street and number, apt. number, city or town, state or country, zip code

**\*\*\*NOTES\*\*\***

This image shows a single sheet of white paper with horizontal blue or green ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.